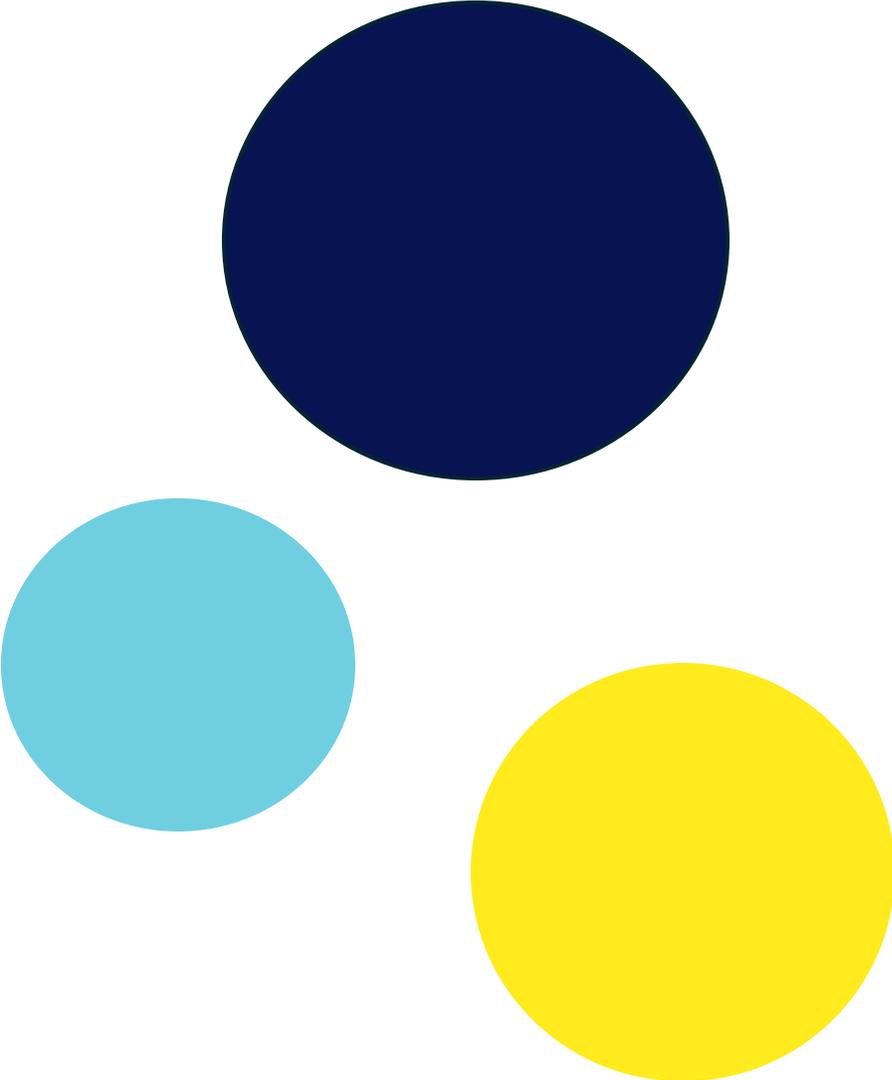


# Digital Hub Guidance

## Creating and Accessing Gmail Account





## Welcome to Your Digital Journey with Gmail!

This guide will teach you how to create and use your Gmail account on the Digital Hub PCs at Reed in Partnership offices. Whether you're new to the digital world or looking to enhance your skills, we're here to make the process simple and enjoyable.

In this guide, you'll learn how to:

- Create and Sign into your own Gmail account.
- Send, answer and forward communication from your Gmail account.
- Reset your password

We'll also walk you through everyday tasks like downloading documents, attaching them to emails, and using Google Docs to write your CV, cover letter, and personal statements.

Our goal is to empower you with the knowledge and skills to navigate the digital landscape with ease and confidence.

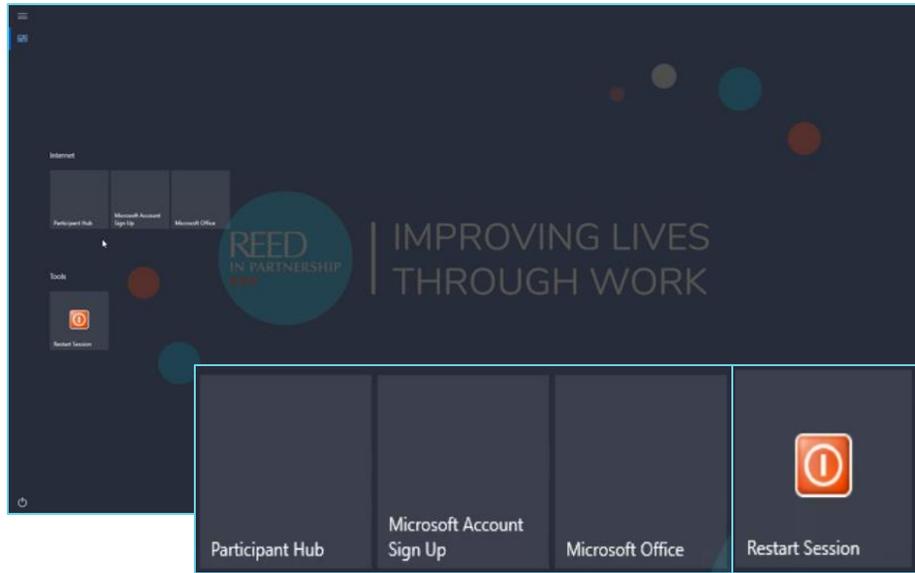
# 1. Creating a Gmail Account

To access and utilise all the features Gmail offers, you need to have an account. If you don't have one already, creating one is simple—just follow the steps below:

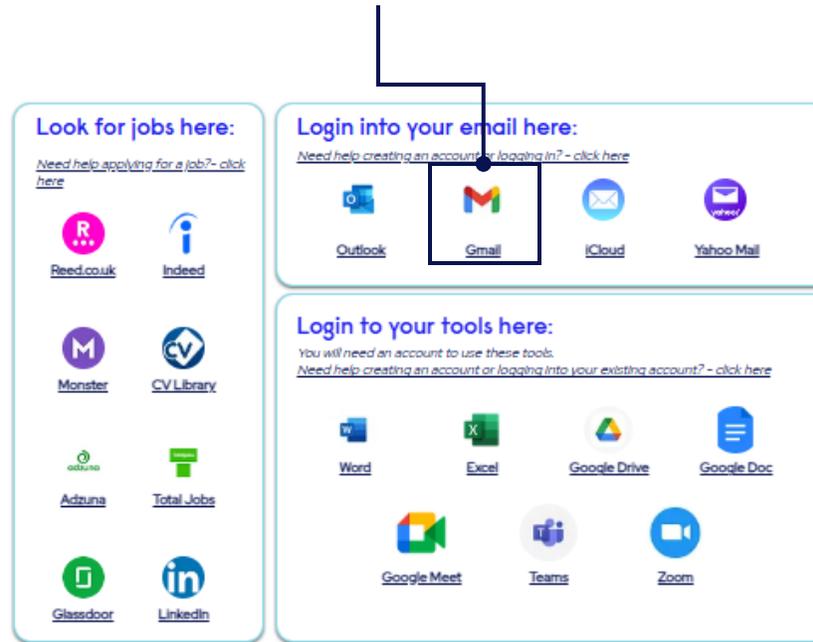
If you already have a Gmail Account, please skip to page 6.



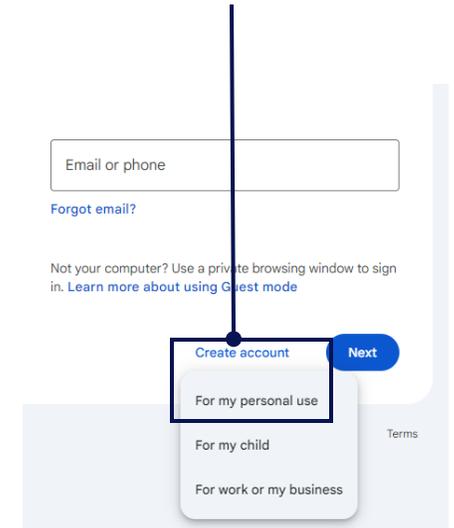
1. The Digital Hub Home Page is split into 4 clickable icons. To create a Gmail account, you will need to click on **'Participant Hub'**.



2. On your Participant Hub Home page, and scroll down to the middle of the page to the section **'Login into your email here'** and click in the **Gmail** icon



3. Once you click on the Gmail icon, you will be directed to the Gmail Sign-In page. If you do not have an account, click on **'Create account'**. A drop-down menu will appear, allowing you to choose whether you want your email for personal or business purposes.



We recommend you choose **'For my personal use'**



4. Next step is to add your First and Last Name and click in 'Next':



### Create a Google Account

Enter your name

Next

5. Now you will need to add your Date of Birth and Gender



### Basic information

Enter your birthday and gender

Why we ask for birthday and gender

Next

**Remember:** Potential employers will be seeing your email address, so ensure to use an appropriate email address name.

6. You can pick one of the suggested Gmail addresses or create your own:



### Choose your Gmail address

Pick a Gmail address or create your own

reedandressa@gmail.com  
 andressareed1@gmail.com  
 Create your own Gmail address

Next

7. It's time to create a password, and click 'Next'



### Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Show password

Next

We recommend making this at least 8 characters long (including numbers and special characters - !?@). Try make this something easy to remember. One way to do this is by the "3 Random Words" method – where you pick 3 random words to use as your password.

8. You have the option to add a **Recovery Email Address**, which can be used to recover your account if you ever forget your password. You can also choose to **'skip'** this step.



### Add recovery email

The address where Google can contact you if there's unusual activity in your account or if you get locked out.

Skip

Next

9. Time to review your account and make sure you will remember of your email address to sign in later, then click 'Next'



### Review your account info

You can use this email address to sign in later

Andressa Reed  
andressareed1@gmail.com

Next



10. Next step is to choose your settings.

You can either “**Choose in 1 Step**” or “**Choose in 4 steps**”.

If you “**Choose in 1 Step**”, you will be prompted to either “**Accept All**” or “**Reject All**” settings.

If you “**Choose in 4 steps**”, you will be able to make individual decisions about how your data is used by Gmail.

11. Once you have confirmed your settings, your will need to agree to Gmail's Privacy and Terms.

### Privacy and Terms

We publish the [Google Terms of Service](#) and the [YouTube Terms of Service](#) so that you know what to expect as you use Google services, including YouTube. By choosing “I agree” you agree to these terms.

A Google Account allows you to access a range of Google services, such as Gmail and Google Drive. An account also offers access to some additional features that require signing in. For example, when you sign in to Google Maps, you can save your “Home” and “Work” addresses. And when you sign in to YouTube, you can like videos, subscribe to channels, and create your own YouTube channel. Google’s Terms of Service apply to this list of services, a list that also provides links to service-specific additional terms and policies that explain what you can expect from using Google services, and what we expect from you.

And remember, Google’s [Privacy Policy](#) describes how Google handles information generated as you use Google services.

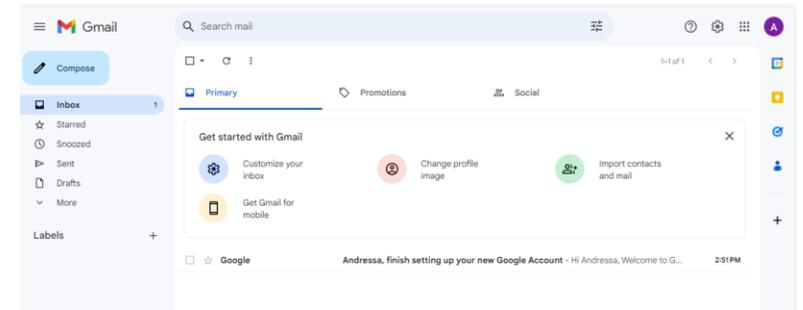
It also includes information about why we process data, such as when we are pursuing legitimate interests while applying appropriate safeguards that protect your privacy. This means that we process your information for things like:

- Providing, maintaining, and improving our services to meet the needs of our users
- Developing new products and features that are useful for our users
- Understanding how people use our services to ensure and improve the performance of our services
- Customizing our services to provide you with a better user experience (and, if relevant, adapting the experience to be age-appropriate)
- Marketing to inform users about our services
- Providing advertising, which allows us to offer many of our services at no cost (and when ads are personalized, we ask for your consent)
- Detecting, preventing, or otherwise addressing fraud, abuse, security, or technical issues with our services
- Protecting against harm to the rights, property or safety of Google, our users, or the public as required or permitted by law, including disclosing information to government authorities
- Performing research that improves our services for our users and benefits the public
- Fulfilling obligations to our partners like developers and rights holders
- Enforcing legal claims, including investigation of potential violations of applicable Terms of Service

You can visit your [Google Account](#) (account.google.com) to take a Privacy Checkup or to adjust your privacy controls.

Cancel **I agree**

9. Once you have agreed with Privacy and Terms, your Gmail account and Workplace is ready to use.



### Choose your settings

Your choices help determine if and how data is used to tailor your content and ad experiences

- Choose in 1 step  
Make a single choice that applies to all settings
- Choose in 4 steps  
Make step-by-step choices for each setting

You can change your settings anytime at [account.google.com](#)

Next



# 2. How Access your Gmail Account



Accessing your Gmail using the Digital Participant Hub is simple and easy. Once you are on the 'Participant Hub home page', just find and click the Gmail icon, as shown below:

**Welcome to your participant home**  
On this computer, you have full internet access to write your CV, apply to jobs, access your email and social media, and find additional support resources.  
Use the URL bar to type in a website or use Google here: [Google.com](https://www.google.com)  
At the end of your session, remember to log out of your accounts!

**Need help using this PC?**  
[Need more help using this PC? - click here](#)

**Access Your Online Career Centre here:**  
Reed in Partnership or Serco  
Maximus  
Seelec

**Look for jobs here:**  
[Need help applying for a job? - click here](#)  
Reed.co.uk, Indeed, Monster, CV Library, Adzuna, Total Jobs, Glassdoor, LinkedIn

**Login into your email here:**  
[Need help creating an account or logging in? - click here](#)  
Outlook, Gmail, iCloud, Yahoo Mail

**Login to your tools here:**  
You will need an account to use these tools.  
[Need help creating an account or logging into your existing account? - click here](#)  
Word, Excel, Google Drive, Google Docs, Google Meet, Teams, Zoom

Then add your Email address you and click 'Next', and your password:

**Sign in**  
to continue to Gmail  
Email or phone  
Forgot email?  
Not your computer? Use a private browsing window to sign in. [Learn more about using Guest mode](#)  
Create account **Next**

English (United States) Help Privacy Terms

**Hi Andressa**  
addressareed1@gmail.com  
Enter your password  
Show password  
Forgot password? **Next**

English (United States) Help Privacy Terms

Or Click in the link below (Ctrl + click):  
<https://accounts.google.com/>

# 3. Overview - Gmail



Write a new Email

Find your received emails

The screenshot shows the Gmail web interface. At the top, there is a search bar with the text "Search mail" and a "Compose" button. Below the search bar, there are tabs for "Primary", "Promotions", and "Social". The "Primary" tab is selected, showing a list of emails. The first email is from "Google" with the subject "Andressa, finish setting up your new Google Account - Hi Andressa, Welcome to G..." and a timestamp of "2:51 PM". On the left side, there is a navigation menu with options: "Compose", "Inbox" (with a "1" next to it), "Starred", "Snoozed", "Sent", "Drafts", and "More". Below the menu is a "Labels" section with a "+" sign.

Your account details.  
Sign out

Your Calendar

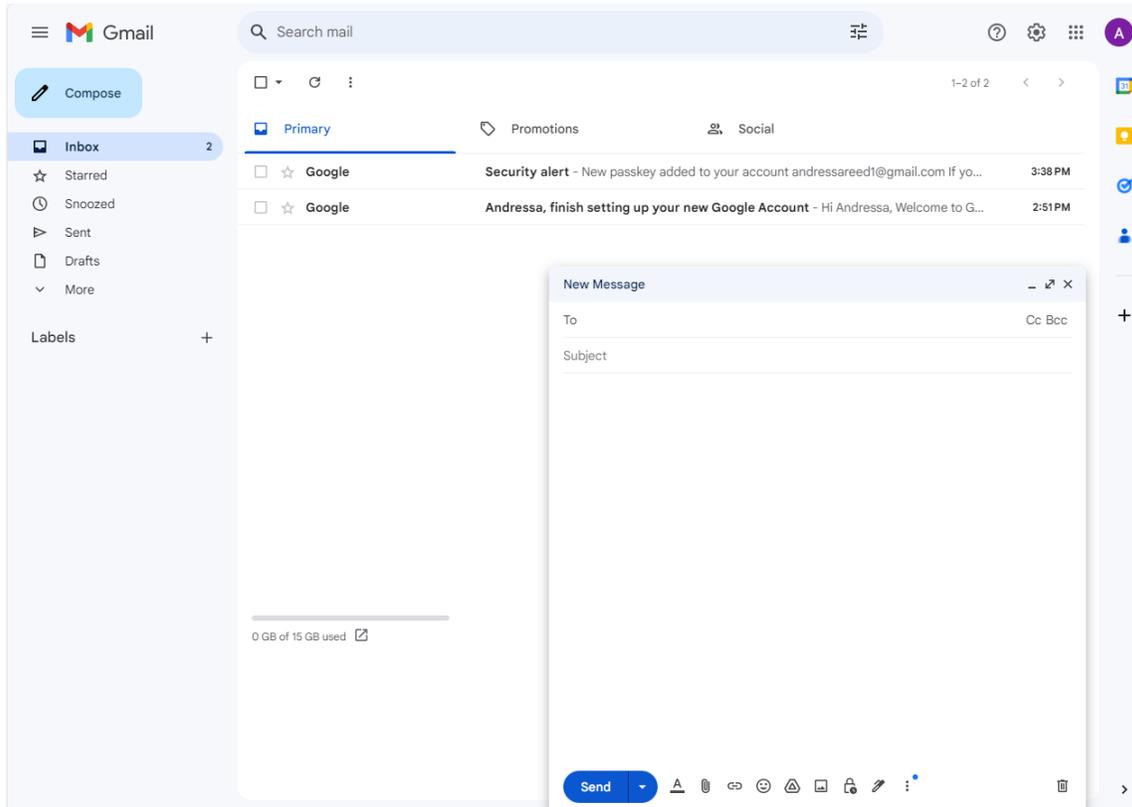
Your Notes

Your Tasks

Your Contacts

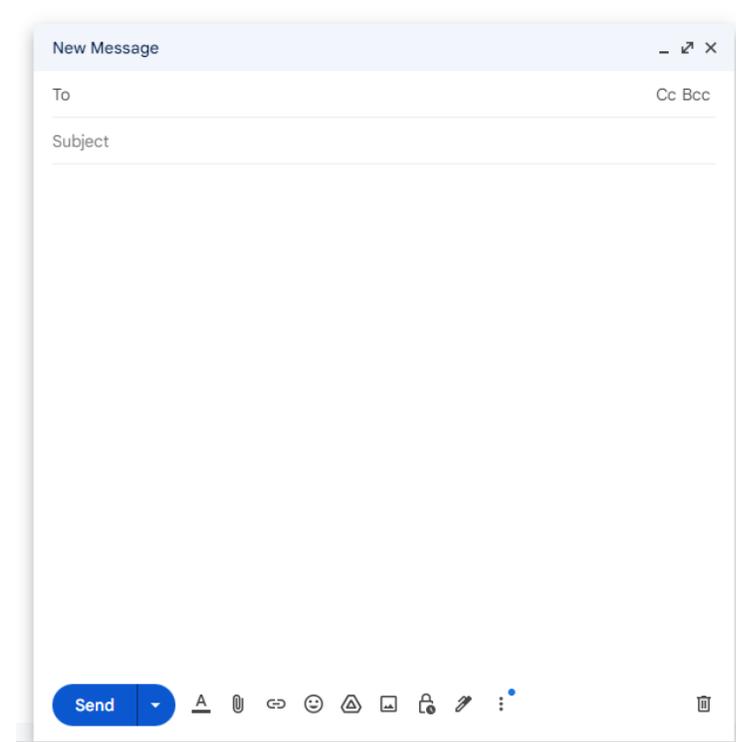
## 4. How To Send a Message

A) Once you have signed in, you will see a blue icon labelled '**Compose**' in the left side. Click on this icon, and a new email draft will appear on your main screen.



B). Next add the email address of the person you want to send an email to in the '**To**' bar.

C) Then, add a subject. This is the line the recipient will see before opening your email.

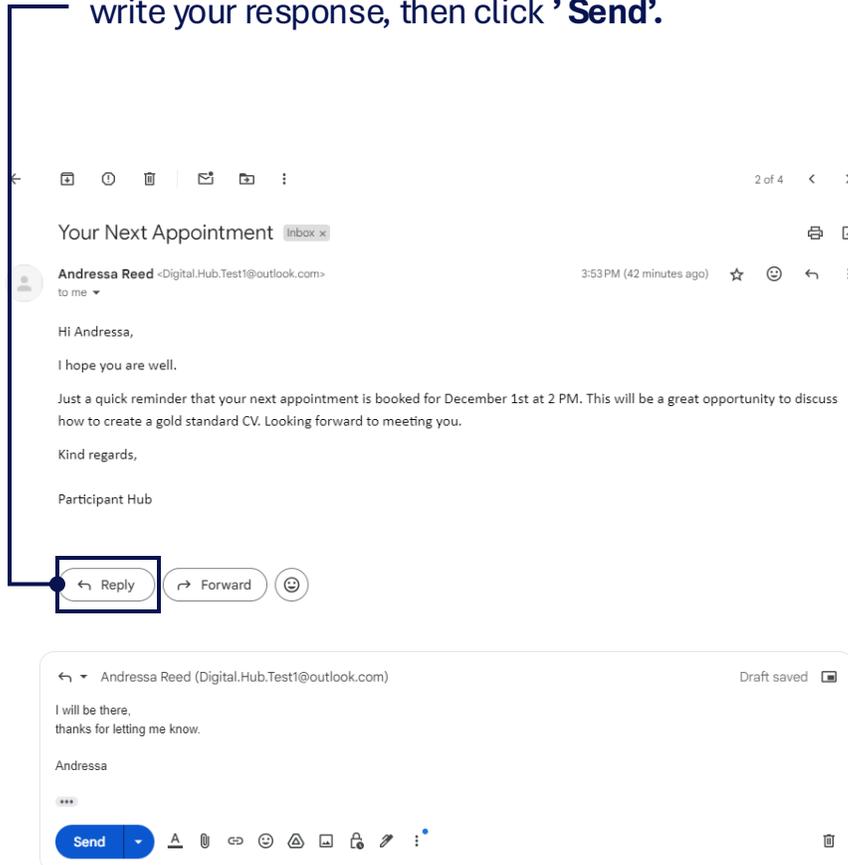


D) Next, write your email message in the main box.

E) Click '**Send**' to send your email.

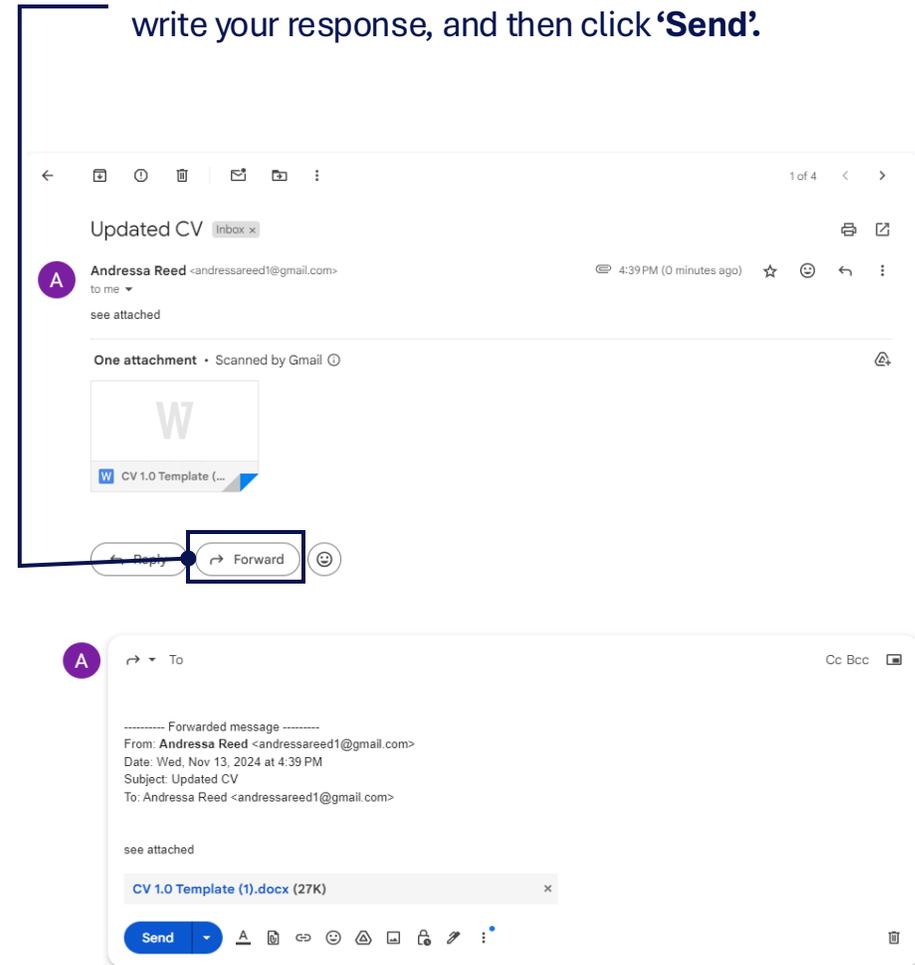
# 5. How Reply an Email

To reply to an email , click on the email in your inbox. Once open , click **'Reply'** and a reply box will appear below the original email. Here, you can write your response, then click **'Send'**.



# 6. How Forward an Email

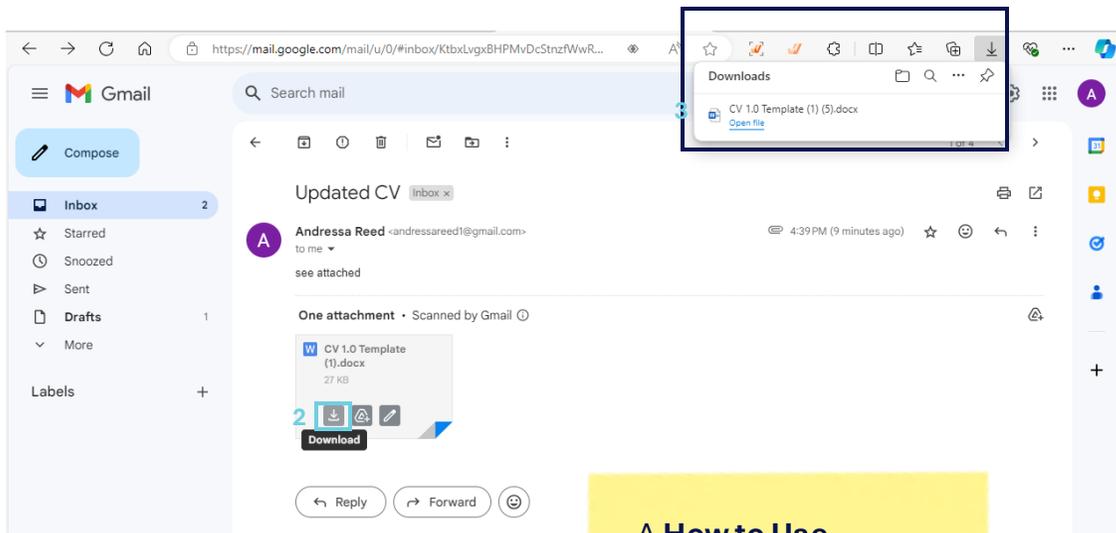
To forward an email, click on the email in your inbox. Once open, click **'Forward'**. You will need to add the recipient email address in the **'To'** bar, write your response, and then click **'Send'**.



# 7. How to Download and Upload a file

## To Download a file:

- In your inbox select the email with the attachment.
- Click the download button on the file you want to download.
- Once you click 'Download', a box with your downloaded file will appear in the top right corner.
- The file will be available to access when you click the download icon on the browser bar or by clicking Ctrl + J.

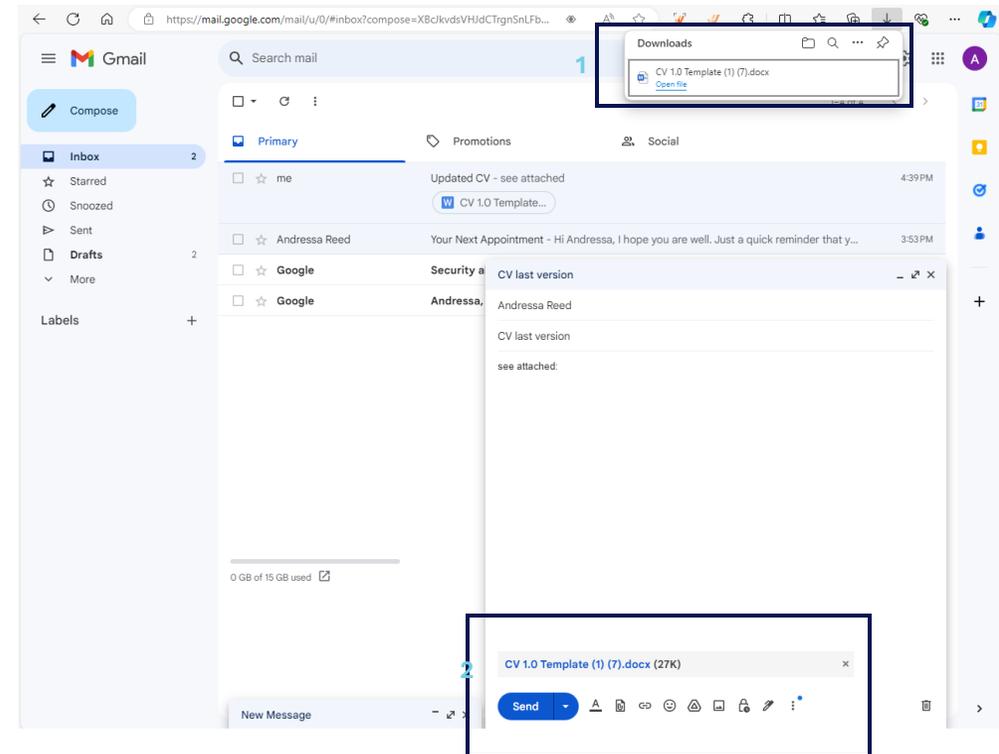


A How to Use Google Docs Guide is also available where you can learn how to Open and Edit files

## To Upload a file from Downloads:

If you want to attach a file when writing a New Email or Replying one using a document that you downloaded, you will just need to:

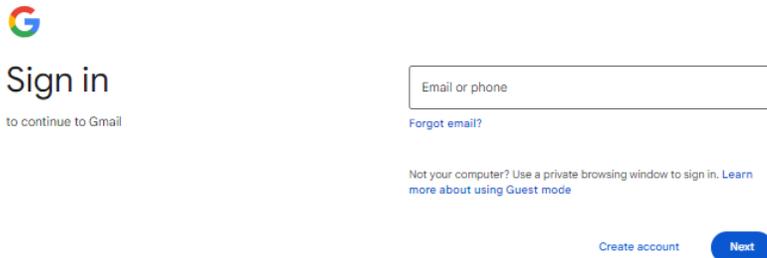
- Once you click on 'Downloads' or hold Ctrl + J, it will direct you to your downloads.
- Then drag the file and drop your document.



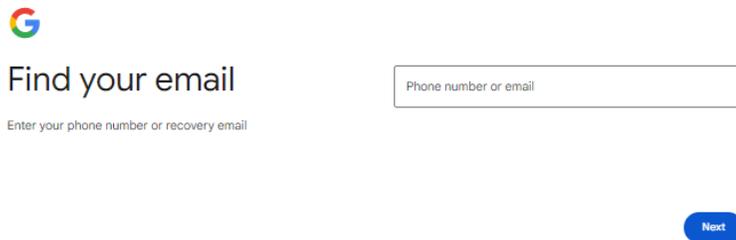
# How Reset My Password

If you forgot your password, no worries! It's really simple to reset it. **You will need a separate email address or phone number.** Follow these steps:

A) On the Sign in page, click on **'Forgot email?'**



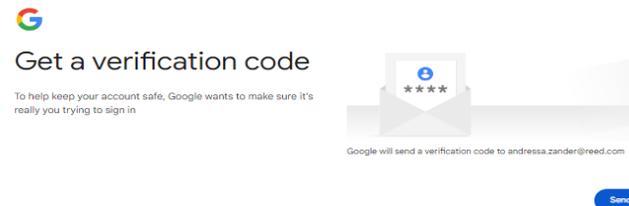
B) Then enter your phone number or recovery email (xxx) and click **'Next'**



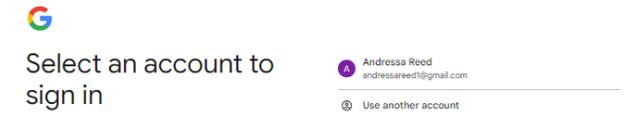
C) Next step is to add the name and surname you use to create your account, and click **'Next'**



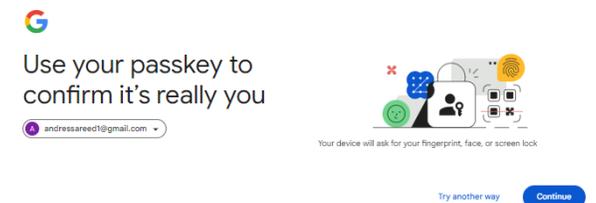
D) A verification code will be sent to your recovery email or SMS. When received the code into your recovery email or phone, enter the code in box and click next



E) You will be direct into 'Select an account to sign in'. Select your account.

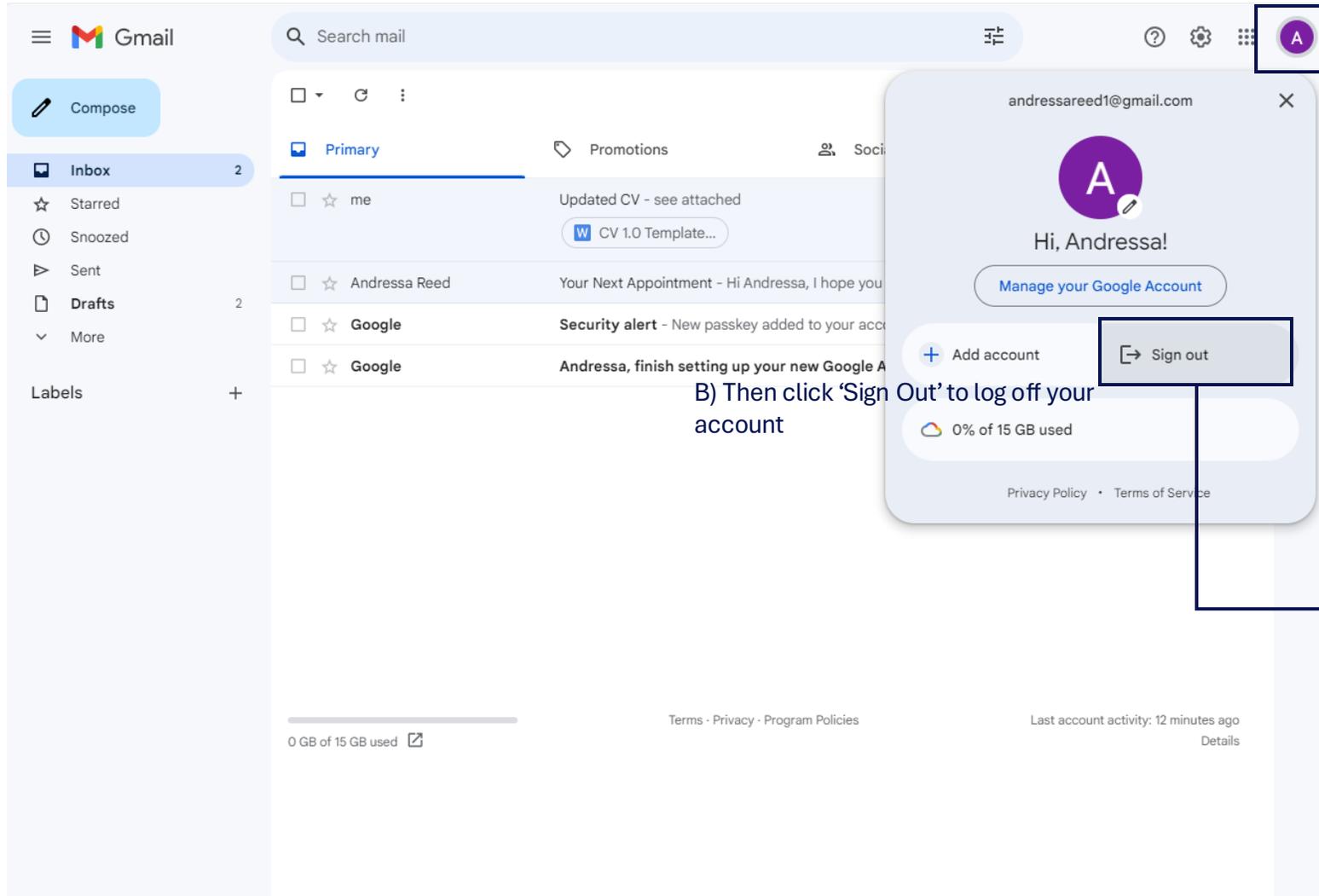


6. Use your passkey to confirm it's really you, click **'Continue'** and your Gmail account will be ready to use again.



# How Log Out of your Account

To Sign Out of your Account, you just need to follow 2 steps:



A) Click in your initials in the top right corner and click on Sign Out

B) Then click 'Sign Out' to log off your account

B) Then click 'Sign Out' to log out of your account



For further technical guidance on how to use the Digital Hub, please contact your Digital Hub Champion or a member of staff.

If you have any suggestions and/or ideas on how to improve the Digital Hub, please contact your Digital Hub Champion.

To watch a video on how to use the Digital Hub, please use the link below or contact your Digital Hub Champion or a member of staff.

<https://www.phrinp.co.uk/>